

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>TRA-016</b>
	Subject <b>First Aid Program and Life Saving Devices</b>	
	Special Instructions Replaces TRA-016 dated May 10, 2016	Effective Date <b>December 19, 2017</b>

## **I. PURPOSE**

Establish the training, use, deployment, and reporting guidelines for the Department First Aid, Automated External Defibrillator (AED), Overdose Intervention Drug (OID), and Combat Application Tourniquet (CAT) Programs.

## **II. POLICY**

The Department's First Aid Training Program shall be certified by the American Heart Association (AHA) with all enforcement personnel maintaining a valid AHA Heartsaver First Aid with CPR, AED, and Pediatric certification unless an exception has been made by the Superintendent.

Department AEDs shall be placed in the workplace in compliance with all federal and state regulations. Each AED location shall maintain a [Heartstart FR2 Recommended Maintenance Schedule](#) and inspection sheet ([Operator's Checklist](#)).

The Department's Overdose Intervention Drug Program authority shall be supported by an Indiana State Police Naloxone Standing Order issued biennially by the Department's Consulting Physician. Only Department employees who have successfully completed the OID training (in compliance with all federal and state regulations) are authorized to administer the intervention drugs as described in the Naloxone Standing Order.

The Department shall provide biennial first aid training instruction in all aspects of the First Aid Training program in the odd numbered years, regardless of when an employee was initially certified. All applicable First Aid related training hours shall be documented in the Training Records Database (TRD).

All non-training uses of an AED, OID, or CAT shall be properly documented as outlined in each section below and shall be reported to the First Aid Training Coordinator within 24 hours of use.

## **III. PROCEDURE**

The Department's First Aid Program shall:

1. Be certified by the American Heart Association with all enforcement personnel maintaining a valid AHA Heartsaver First Aid with CPR, AED, and Pediatric certification unless an exception has been made by the Superintendent;
2. Include initial instruction and biennial re-training (in the odd numbered years) in first aid, AED, OID, CAT and any other pertinent or related topics;

3. Authorize the Department's Consulting Physician to direct and control the medical aspects of the AED and OID Programs; and
4. Require forwarding of all requests for disclosure, copying, or inspection of any Non-Criminal Incident Reports completed as required in any section of this SOP to the Legal Office for review prior to complying with the request.

#### **IV. FIRST AID PROGRAM**

##### **A. First Aid instructors.**

##### **1. District responsibilities:**

- a. Maintain at least one (1) AHA First Aid instructor;
- b. Select personnel who are willing to become instructors and have an ability to teach;
- c. Provide time for personnel to attend the training courses for instructors; and
- d. Provide a minimum of three (3) hours biennially (occurring every two-years) training and instructional materials.

##### **2. Instructor training:**

- a. Instructors shall be certified by a designated Department AHA instructor;
- b. Department AHA instructors shall be designated by the Training Division; and
- c. Shall adhere to the re-certification guidelines established by the American Heart Association.

##### **3. Instructor responsibilities:**

- a. Conduct an AHA First Aid recertification training biennially (during odd numbered years) between September 1st and November 30th;
- b. Utilize the chain of command to assist with the administration of AHA First Aid training;
- c. Provide necessary information to the employees to have all training hours entered into the Training Records Database (TRD); and
- d. AHA First Aid instructors are prohibited from using their Department AHA instructor certification to instruct outside individuals or agencies. Outside requests for training shall be directed to contact the AHA Training Center in their area.

##### **4. Training Division responsibilities:**

- a. Monitor the progress of the AHA First Aid program;
- b. Conduct AHA First Aid training for headquarters personnel and other units as necessary;
- c. Provide the written and skills tests for the training course to all districts; and
- d. Forward student certification cards to the appropriate instructors for distribution. Only regional dispatch personnel, CPS officers and personnel who "must prove first-aid certification" shall be issued certification cards.

B. All enforcement personnel are required to :

1. Be certified in a 16-hour AHA First Aid training course during their basic training school; and
2. Attend a biennial three (3) hour AHA First Aid re-certification training course occurring in the odd numbered years between September 1 and November 30 at the individual's assigned district, section, division or at GHQ. Personnel shall attend the scheduled biennial re-certification regardless of their initial certification date.

**V. AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM**

A. The Commander of the Training Division shall assign the First Aid Training Coordinator in the Training Division to serve as the Automated External Defibrillator Program (AED) Coordinator. The AED Program Coordinator (AED-PC) shall:

1. Be responsible for overseeing and monitoring the program;
2. Ensure compliance with all federal and state regulations on public access defibrillation, the federal Cardiac Arrest Survival Act, and Indiana Code 16-31-6.5; and
3. Shall notify the EMS Commission of the acquisition and location of AED equipment per Indiana Code 16-31-6.5-5(2). Department personnel shall not place or move any AED without approval by the AED-PC.

B. Each location where an AED is placed shall have a written document describing the workplace AED Program, maintenance and testing check-off list of the AED. Each AED location shall maintain a copy of the maintenance and testing check-off sheet for a period of two (2) years, plus the current year.

C. District or division CPR instructors will assist the AED-PC by monitoring the AEDs located at district facilities or divisions throughout the state. They will be responsible for maintaining and testing of the AEDs according to the manufacturer's recommendations. District or division CPR instructors shall notify the AED-PC each time the AED has been used.

D. A Non-Criminal Incident Report titled "010 M02 Medical Assist – Use of AED, CAT or Overdose Intervention Drug" shall be completed each time the AED has been used. An "AED Use" only occurs when an AED has been:

1. Attached to a victim; and
2. One or more shocks have been delivered.

E. After an AED Use, the AED external data card shall:

1. Be removed by EMS personnel and taken to the hospital for use by the attending physician;

2. Retrieved from the hospital (once the card is no longer needed by the attending physician) by the officer completing the Non-Criminal Incident Report;

3. Handled as evidence, per SOP LAB-001 and LAB-002, and maintained for three (3) years; and

4. The AED-PC shall be immediately contacted for a replacement external data card, which shall be supplied by Quartermaster.

F. The officer utilizing the AED shall complete a new First Aid Deployment Report in Shield within 24 hours of the use of the AED.

G. The Department's selection of AED equipment shall comply with the recommendations of the American Heart Association's current guidelines.

H. Each AED location shall also have other medical equipment and supplies to support the safe and complete management of workplace cardiac emergencies, such as: blood borne pathogens responder and clean-up kits; CPR barrier masks; and latex/vinyl gloves.

I. AED Quality Assurance Program.

1. The Department Consulting Physician shall conduct a case-by-case review of each use of a Department AED.

2. The external data card reader is available in the Training Division, through the AED-PC.

3. Records of all AED-related training shall be documented in the Training Records Database (TRD).

4. Records of all AED locations, services and updates shall be maintained in the Training Division.

## **VI. DEPARTMENT OVERDOSE INTERVENTION DRUG (OID) PROGRAM**

A. The Commander of the Training Division will assign the First Aid Training Coordinator as the Department's Overdose Intervention Drug Program Coordinator. The OID Program Coordinator (OID-PC) shall:

1. Be responsible for overseeing and monitoring the program;

2. Ensure compliance with all federal and state regulations by maintaining a copy of the Indiana State Police Standing Order on Naloxone, ensuring proper notification of the State Department of Health and compliance with other applicable portions of Indiana Code 16-31 and IC 16-42-27; and

3. Department personnel shall not transfer intervention equipment from one employee to another, unless in an emergency situation for administration, without prior authorization of the OID-PC or a designee.

B. The OID will be part of the Department's First Aid Training Program with employees retraining in the OID program during First Aid Training.

C. Each Department First Aid instructor shall become and maintain instructor status for the application of Overdose Intervention Drug techniques. Instructors will assist the OID-PC by monitoring the location of the intervention equipment issued in the field in their areas of responsibility.

D. OID instructors are prohibited from using their Department OID instructor status or training to instruct outside individuals or agencies. Outside requests for training shall be directed to contact the Training Division Commander.

E. A Criminal Incident Report titled "010 M02 Medical Assist – Use of AED, CAT or Overdose Intervention Drug" shall be completed each time intervention equipment has been administered. An "OID use" only occurs when intervention equipment has been administered either partially or fully to a potential overdose victim.

F. When administered to a potential overdose victim, all OID (used and partially used) containers shall be provided to EMS personnel for delivery to the attending physician.

G. The officer utilizing the overdose intervention equipment shall complete a new First Aid Deployment Report in Shield within 24 hours of each use of the OID.

H. The Department's selection of narcotic overdose equipment shall comply with the Indiana State Police Standing Order on Naloxone issued by the Department Consulting Physician biennially.

I. Each employee trained in OID shall also have other medical equipment and supplies to support the safe and complete management of narcotic overdose emergencies, such as: blood borne pathogens responder and clean-up kits; CPR barrier masks; and latex/vinyl gloves.

J. Each employee is responsible to maintain their issued Overdose Intervention Drug in a temperature environment that is compliant with the manufacturer's instructions on the packaging. The employee must notify the OID-PC if their issued OID is expired or stored in conditions that are outside the manufacturer's requirements. The employee must request a replacement from Quartermaster.

K. OID Quality Assurance Program.

1. The Department Consulting Physician shall conduct a case-by-case review of each Department Overdose Intervention Drug technique administration.

2. Records of all OID-related training shall be maintained in the Training Records Database (TRD).

3. Records of all overdose intervention equipment issued to employees with expiration dates and updates shall be maintained by the Quartermaster Section.

## **VII. DEPARTMENT COMBAT APPLICATION TOURNIQUET (CAT) PROGRAM**

A. The Commander of the Training Division shall assign the First Aid Training Coordinator as the Department Combat Application Tourniquet (CAT) Program Coordinator. The CAT Program Coordinator (CAT-PC) shall be responsible for overseeing and monitoring the program;

B. The CAT will be part of the Department's First Aid Training Program with employees retraining in the CAT program during First Aid Training.

C. Each Department First Aid instructor shall become and maintain training as an instructor for the application of the Combat Application Tourniquet. Instructors shall assist the CAT-PC by monitoring the equipment issued in the field in their areas of responsibility.

D. A Non-Criminal Incident Report titled "010 M02 Medical Assist – Use of AED, CAT or Overdose Intervention Drug" shall be completed each time a CAT has been administered. A "CAT use" only occurs when the CAT equipment has been applied fully to an arm or leg of a victim with a life-threatening bleeding injury.

E. The officer utilizing the CAT equipment shall complete a First Aid Deployment Report in Shield within 24 hours of each use of the CAT.

F. CAT instructors are prohibited from using their Department CAT instructor status or training to instruct outside individuals or agencies. Outside requests for training shall be directed to contact the Training Division Commander.

G. Records of all CAT-related training shall be maintained in the Training Records Database (TRD).

H. Records of all CAT equipment issued to employees shall be maintained by the Quartermaster Section.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.